



2012 BWSR Academy

Concurrent Sessions Descriptions

The session descriptions that follow are organized by the day and time they are held.

In addition to the title, descriptive abstract, and trainer names, each session also identifies the corresponding track, intended skill level, and intended audience.

Skill Level:

- **Beginner:** No topic-level experience required
- **Intermediate:** Participants should have functional knowledge or experience in topic
- **Advanced:** Participants already bring high skills and experience

LGU Org:

- **Organization:** Session topic is applicable to SWCD, WD, and/or County staff

Tracks:

- **Organizational Capacity:** This track focuses on building internal LGU capacity. Session participants will enhance their skills in managing their organizations and partnering with other LGUs.
- **Programs:** This track focuses on administrative requirements of BWSR programs.
- **Technical:** This track focuses on technical skills to help prioritize projects, use data sets, and install conservation practices.
- **Wetlands:** This track includes both administrative and technical requirements of the Wetland Conservation Act and developing wetland skills. WDCP Continuing Education Credits will be available as noted.
- **Workshops:** Some training topics require more in-depth practice and review. We'll offer half day workshops for intermediate and advanced skill levels.

Sessions and descriptions are subject to change.

Concurrent Sessions Descriptions

BWSR Academy 2012

Monday, October 29		Session 1	10:30 am – 12:00 pm
Color Communication – Unlocking the Answers to Human Behavior <ul style="list-style-type: none"> • Track: <i>Organizational Capacity</i> • Skill Level: <i>Intermediate and Advanced</i> • LGU Org: <i>SWCD, WD, County</i> <p>If you had a key that would unlock the answers to human behavior, would you use it? Imagine having the knowledge to truly understand yourself and others, without requiring years of study. Real Colors® is that key. Join this interactive session where we will explore the four basic temperaments (Blue, Gold, Green and Orange) using real-life moments. From the monthly board or staff meeting to the annual retreat, this fun and informative “skit-based” session will provide attendees with effective tools for understanding human behavior, for uncovering motivators specific to each temperament or “color” and for improving communication skills both at work and at home.</p> <p><i>Trainer: Pam Tomevi - Koochiching SWCD</i></p>		The Goals of Comprehensive Wetland Planning <ul style="list-style-type: none"> • Track: <i>Wetlands</i> • Skill Level: <i>Beginner</i> • LGU Org: <i>SWCD, WD, County</i> <p>In the mid-90s, Local Comprehensive Wetland Protection and Management Plan (CWPMP) was introduced as a management alternative to the existing WCA rules. The purpose of the CWPMP/Ordinance was to provide local government units with a watershed and ecosystem framework and the flexibility to identify and integrate State standards with local priorities, goals and objectives that support the sustainability or improvement of wetlands. This session will introduce the planning process, including the purpose, goals and flexibility options.</p> <p>Earn 0.75 WDCP Continuing Education Credits</p> <p><i>Trainers: Keith Grow, Les Lemm, & Dale Krystosek - BWSR</i></p> <p><i>(Note: Credits from regulatory sessions can be used for up to half of total WDCP continuing education requirements for the two-year period.)</i></p>	
How to Collect Usable Data; Data Analysis Practices <ul style="list-style-type: none"> • Track: <i>Technical</i> • Skill Level: <i>Intermediate</i> • LGU Org: <i>SWCD, WD</i> <p>The first step to gathering data that is useful in analysis is setting up your monitoring program correctly. How should we choose our monitoring sites and how often should we collect samples? The first part of this session will go over how to best set up your monitoring program to produce usable data. The second part of this session will address how to interpret the data. This session will provide an overview of basic statistical methods, including how to identify trends in data. Examples will be provided and worked through such as how to determine the efficacy of an implementation project and how to determine the impact of a feedlot management strategy. Bring your questions!</p> <p><i>Trainer: Moriya Rufer - RMB Environmental Laboratories</i></p>		Conservation Universe – Orientation to the Who, Why, and How of Your Role in Minnesota Conservation <ul style="list-style-type: none"> • Track: <i>Programs</i> • Skill Level: <i>Beginner</i> • LGU Org: <i>SWCD, WD, County</i> <p>The “Conservation Universe” in Minnesota session will explore this universe with a look at acronyms, walk through a practice case study, and dive into the rationale of WHY your organization has the power to do what it does. We’ll have some fun with statutes, too! You’ll leave this session with a better understanding of where you fit in the “conservation universe” and more ideas on how to get your next project completed. Please note that this much attended, strongly recommended session is a repeat from the 2011 BWSR Academy.</p> <p><i>Trainers: Jeff Hrubes, Angie Becker Kudelka, & Ryan Hughes – BWSR</i></p>	

Business Strategies for Local Governments

- **Track:** *Organizational Capacity*
- **Skill Level:** *Intermediate and Advanced*
- **LGU Org:** *SWCD, WD, County*

Are you getting told that “government should run like a business” In this interactive session participants will explore characteristics of successful businesses and discuss how these characteristics can be applied to the work of local governments. Time will be available to share best practices employed by participants in the session and discuss their effectiveness. Participants will take home best practices for efficient and effective services from peers as well as the presenter.

Trainer: Karl Samp - Karl Samp Consulting Services

SWCD Technical Approval Authority – Inventory and Beyond

- **Track:** *Technical*
- **Skill Level:** *Intermediate*
- **LGU Org:** *SWCD*

Do you wonder how Technical Approval Authority (TAA) works and why it matters? Would you like to know more about the results of the SWCD TAA Inventory and Survey orchestrated by BWSR in early 2011, and how the information can be used? This session will address these questions and provide opportunity for associated questions, answers and discussion. TAA is an important component of the conservation delivery system in Minnesota. Come increase your knowledge and join in an interactive discussion about TAA, including how BWSR, SWCDs, and NRCS can work together to enhance TAA use and effectiveness.

Trainers: Al Kean, Paul Senne, and Jenny Gieseke- BWSR

Assessing Wetland Functions for Regulatory Purposes – MnRAM & WCA

- **Track:** *Wetlands*
- **Skill Level:** *Intermediate*
- **LGU Org:** *SWCD (WCA TEP member of LGU), other WCA LGUs*

A major purpose of the Wetland Conservation Act (WCA) is to replace wetland values, which are based on wetland functions. So, how do we assess these wetland functions? How do you as Technical Evaluation Panel members evaluate wetland functional assessment submittals? When is a functional assessment required? How does a functional assessment help us better implement WCA? This session will attempt to answer these questions and give you practical advice on when and how to utilize functional assessment tools (primarily MnRAM) to better implement WCA.

Earn 0.75 WDCP Continuing Education Credits

Trainers: Ken Powell & Aaron Spence - BWSR

(Note: Credits from regulatory sessions can be used for up to half of total WDCP continuing education requirements for the two-year period.)

Watershed Based Local Water Management Planning

- **Track:** *Programs*
- **Skill Level:** *Beginner and Intermediate*
- **LGU Org:** *SWCD, WD, County*

Legislation passed in 2012 which will allow the BWSR Board flexibility to promote comprehensive water management on a watershed basis. This new approach to water planning will continue to be owned and implemented through local governments. The hope is that the State's recent investment in the ten-year monitoring and assessment cycle will better complement the historical local water planning cycle and provide a more coordinated approach for State assistance to local governments.

With the One Watershed Campaign not kicking off until 2013, this session is not training but an opportunity for those who are interested in evolving policy. Join representatives of the Local Government Round Table and BWSR for this interactive pre-planning session to help shape the 2013 process. Participants will leave having a better understanding of the vision for this program and where water planning may be headed.

Trainer: LeAnn Buck – MASWCD, Ray Bohn – MAWD, AMC, Matt Moore – South Washington WD, & Bev Nordby – Mower SWCD

Forestry for Water Quality (Part 1)

- **Track:** *Workshops*
- **Skill Level:** *Intermediate*
- **LGU Org:** *SWCD, WD, County*

Part one of this session will showcase a parcel forest modeling project targeted to the Cedar Lake watershed located in Aitkin and Crow Wing Counties. This is Cleanwater Funded project with the purpose of protecting the water quality of Cedar Lake. Bring your rain gear.

Trainer: Jim Lemmerman, Retired BWSR Forester; Steve Hughes, Aitkin SWCD; Dennis Thompson, Aitkin SWCD; Dan Steward, BWSR, Kelly Condiff, Cass ESD

This is Part 1 of a two-part workshop. Participants are expected to register for and attend both sessions.

Conservation Leadership: Building Partner and Customer Loyalty

- **Track:** *Organizational Capacity*
- **Skill Level:** *Intermediate and Advanced*
- **LGU Org:** *SWCD, WD, County*

What is it about organizations that everyone wants to work with? What is their secret? This session will help participants discover from their own experiences the traits that build customer and partner loyalty. The session will also provide simple tools that can be used to begin creating that type of organization.

Trainers: Cliff Tweedale - HRDC & Jeff Hrubes - BWSR

Conservation Drainage – Emerging Issues

- **Track:** *Technical*
- **Skill Level:** *Intermediate*
- **LGU Org:** *SWCD, WD, County*

Agricultural drainage, particularly pattern tile, is a hot topic in regard to the effects on flood flows and water quality. High commodity prices, intense rainfalls and a continuing relatively wet period in much of Minnesota has spurred drainage activity. Recent research, studies and demonstrations have helped develop new and evolving drainage water management practices for subsurface, as well as surface drainage. Attendees can expect to get an overview of issues, grant opportunities and a showcase of projects that are underway or completed with Conservation Drainage, EQIP, and other funds.

Trainer: Al Kean - BWSR

Identifying and Classifying the Wetland Plant Communities of Minnesota

- **Track:** *Wetlands*
- **Skill Level:** *Intermediate*
- **LGU Org:** *SWCD, WD, County*

Participants will learn how to identify and classify the wetland plant communities of Minnesota based on vegetative and hydrologic parameters using the 3rd Edition of Eggers and Reed (2011). Dominant/indicator plants species for each wetland community type, and associated hydrology, will be described, with special attention being paid to Minnesota Calcareous Fens.

Earn 1.5 WDCP Continuing Education Credits

Trainer: Steve Eggers - Corps of Engineers

(Note: Credits from regulatory sessions can be used for up to half of total WDCP continuing education requirements for the two-year period.)

Conservation Practice Compliance

- **Track:** *Programs*
- **Skill Level:** *Beginner*
- **LGU Org:** *SWCD, WD*

Did a landowner take out a conservation practice funded with State funds prior to its expiration date? Has a conservation practice not been maintained properly and a larger problem arises as a result? This interactive session will provide case study scenarios that outline examples of landowner non-compliance. Leave the session with a better understanding of common pitfalls that can occur when dealing with non-compliance issues and the necessary actions to take. Identify best program for landowner desires. Provide uniform action across local government units when they run into a landowner compliance issue.

Trainers: Wayne Zellmer - BWSR; Ann White Eagle or Ryan Johnson - Ramsey Conservation District; Rick Grooters - Fillmore Soil and Water Conservation District

Forestry for Water Quality (Continued....Part 2)

- **Track:** *Workshops*
- **Skill Level:** *Intermediate*
- **LGU Org:** *SWCD, WD, County*

Part two of this session will be field visits of locally implemented conservation projects close to the conference facility. This session will combine classroom and field work. Bring your rain gear.

Trainer: Jim Lemmerman, Retired BWSR Forester; Steve Hughes, Aitkin SWCD; Dennis Thompson, Aitkin SWCD; Dan Steward, BWSR, Kelly Condiff, Cass ESD

This is Part 2 of a two-part workshop. Participants are expected to register for and attend both sessions.

Practical Project Management (Part 1)

- **Track:** *Organizational Capacity*
- **Skill Level:** *Intermediate*
- **LGU Org:** *SWCD, WD, County*

We all face the challenge of keeping our projects on target to achieve cost, schedule, and performance goals. This session will provide you with creative, practical tools for administering your projects. Learn about creating well-defined and systematically planned projects, navigating team structures, evaluating progress, creating a work breakdown structure and estimating your resources. This session is designed as an active learning session to provide practical tips and solutions you can immediately apply to your projects.

Trainers: Angie Becker Kudelka & Jenny Gieseke - BWSR

This is Part 1 of a two-part workshop. Participants are expected to register for and attend both sessions.

Technical Writing for the Public

- **Track:** *Technical*
- **Skill Level:** *Intermediate to Advanced*
- **LGU Org:** *SWCD, WD, County*

How can you make sure your writing communicates exactly what you want it to, especially when you need to express complicated ideas to the public? In this session, participants will learn to use the “pyramid” the “subject first” and the “reader first” techniques to evaluate the effectiveness of their writing. These techniques will be appropriate for everything from County Fair Fact Sheets to Replacement Plans to press releases and grants. Participants are welcome (and encouraged!) to bring in writing samples or drafts of current projects for immediate feedback and group work.

Trainer: Kathryn Klopfeisch - Central Lakes College

Understanding MPCA Reporting Requirements for NRBG Grants

- **Track:** *Programs*
- **Skill Level:** *Beginner and Intermediate*
- **LGU Focus:** *County*

BWSR is responsible for verifying that NRBG grant reporting requirements have been met. This presentation will assist those who fulfill this task for the MPCA NRBG-funded feedlot and SSTS program by providing an overview of the programs as well as an in-depth look at the reporting forms and procedures. The result of the session should be an increased confidence and speed with which this task can be done. The presentation will include time to discuss and propose solutions for problems currently experienced by BWSR in their review of these MPCA programs.

Trainer: Don Hauge - MPCA

They Said I Need to Check With You: The Basics of Minnesota Wetland Regulation (Part 1)

- **Track:** *Wetlands*
- **Skill Level:** *Beginner*
- **LGU Org:** *SWCD, WD, County*

This session wades through the murky waters of wetland regulation to clarify who regulates what, how it is regulated, and who is involved. The focus will be on the State Wetland Conservation Act (WCA) and the basics of how the regulations are administered. Instead of endless PowerPoints, the session will involve interactive approaches utilizing examples and small group exercises to focus on key aspects of WCA and other regulations. Participants will leave knowing the intent of WCA, regulatory roles of organizations and staff, basics of how WCA is administered, basic WCA terminology and concepts, and how to use the rulebook to find needed information.

Earn 0.75 WDCP Continuing Education Credits (if both parts attended)

Trainers: Kane Radel, Steve Hofstad, & Joan Weyandt - BWSR

(Note: Credits from regulatory sessions can be used for up to half of total WDCP continuing education requirements for the two-year period.)

This is Part 1 of a two-part workshop. Participants are expected to register for and attend both sessions.

*Bring your WCA Rule Book to this class. If you don't have one you can purchase one from [Minnesota Bookstore](#) for \$10.95, Stock # 141.

MIDS Preview (Part 1)

- **Track:** *Workshops*
- **Skill Level:** *Beginner*
- **LGU Org:** *SWCD, WD, County - Technical Staff*

The new Minimal Impact Design Standards (MIDS), set to roll out in 2013, will usher in a new era of stormwater management in Minnesota. This workshop will provide an overview of MIDS, a preview of the completed components and an opportunity to provide input on the tools in the process of development. During the first half of this workshop, participants will learn about the drivers for the development of MIDS and the lessons learned early in the process of ordinance development with the LID pilot communities. The second half of the workshop will review practices that will receive credits through the MIDS calculator. This will include an opportunity to test the beta version of the calculator. As key providers of technical assistance to local units of government in the developing and implementing clean water goals participants will be asked to provide feedback on the MIDS calculator functionality and usability. Participants will be required to bring their own laptops.

Trainers: Mike Isensee - Dakota SWCD & Jay Riggs - Washington Conservation District

This is Part 1 of a two-part workshop. Participants are expected to register for and attend both sessions.

Practical Project Management (Continued....Part 2)

- **Track:** *Organizational Capacity*
- **Skill Level:** *Intermediate*
- **LGU Org:** *All*

We all face the challenge of keeping our projects on target to achieve cost, schedule, and performance goals. This session will provide you with creative, practical tools for administering your projects. Learn about creating well-defined and systematically planned projects, navigating team structures, evaluating progress, creating a work breakdown structure and estimating your resources. This session is designed as an active learning session to provide practical tips and solutions you can immediately apply to your projects.

Trainers: Angie Becker Kudelka & Jenny Gieseke - BWSR

This is Part 2 of a two-part workshop. Participants are expected to register for and attend both sessions.

Ditches, Dams, and Stream Connectivity – Issues and Solutions

- **Track:** *Technical*
- **Skill Level:** *Beginner*
- **LGU Org:** *SWCD, WD, County*

During this session we will present the variety of ways in which ditches and dams negatively affect stream health, focusing on stream connectivity. We will then introduce approaches/alternatives that we implement to restore stream connectivity and overall stream health, including dam removals, dam modifications, and restoration of stream function in ditch systems. Finally, we will introduce a variety of resources available, including our Stream Health and Restoration Workshop series, a book written by the speaker, a brochure series, and a few web-based resources. Attendees (anyone interested) will gain a broad understanding of these conditions degrading our streams and of the approaches/alternatives/possibilities for restoring stream health. Please note that advanced training is needed for those interested in fully implementing these approaches.

Trainers: Luther Aadland, Amy Childers, & Amanda Hillman - DNR

RIM 201

- **Track:** *Programs*
- **Skill Level:** *Intermediate and Advanced*
- **LGU Focus:** *SWCD*

Do you want to know even more about the RIM and RIM-WRP programs? This session will review a variety of topics, which include title insurance basics; Cost-share voucher and conservation plan development; Easement Spatial Data (GIS) and Mapping. There will be time for questions at the end of the session. NOTE: We will also be announcing a newer, easier-to-use mapping tool to replace our current tool, as well as announcing any upcoming RIM and RIM-WRP signup periods. Beginners should refer to the RIM 101 training presentation located on the BWSR website.

Trainers: Polly Remick, Kristie Mack, & Seth Weeks - BWSR

They Said I Need to Check With You: The Basics of Minnesota Wetland Regulation (Continued....Part 2)

- **Track:** *Wetlands*
- **Skill Level:** *Beginner*
- **LGU Org:** *All technical staff*

This session wades through the murky waters of wetland regulation to clarify who regulates what, how it is regulated, and who is involved. The focus will be on the State Wetland Conservation Act (WCA) and the basics of how the regulations are administered. Instead of endless PowerPoints, the session will involve interactive approaches utilizing examples and small group exercises to focus on key aspects of WCA and other regulations. Participants will leave knowing the intent of WCA, regulatory roles of organizations and staff, basics of how WCA is administered, basic WCA terminology and concepts, and how to use the rulebook to find needed information.

Earn 0.75 WDCP Continuing Education Credits (if both parts attended)

Trainers: Kane Radel, Steve Hofstad, & Joan Weyandt - BWSR

(Note: Credits from regulatory sessions can be used for up to half of total WDCP continuing education requirements for the two-year period.)

This is Part 2 of a two-part workshop. Participants are expected to register for and attend both sessions.

*Bring your WCA Rule Book to this class. If you don't have one you can purchase one from [Minnesota Bookstore](#) for \$10.95, Stock # 141.

MIDS Preview (Continued....Part 2)

- **Track:** *Workshops*
- **Skill Level:** *Beginner*
- **LGU Org:** *SWCD, WD, County - Technical Staff*

The new Minimal Impact Design Standards (MIDS), set to roll out in 2013, will usher in a new era of stormwater management in Minnesota. This workshop will provide an overview of MIDS, a preview of the completed components and an opportunity to provide input on the tools in the process of development. During the first half of this workshop, participants will learn about the drivers for the development of MIDS and the lessons learned early in the process of ordinance development with the LID pilot communities. The second half of the workshop will review practices that will receive credits through the MIDS calculator. This will include an opportunity to test the beta version of the calculator. As key providers of technical assistance to local units of government in the developing and implementing clean water goals participants will be asked to provide feedback on the MIDS calculator functionality and usability. Participants will be required to bring their own laptops.

Trainers: Mike Isensee - Dakota SWCD & Jay Riggs - Washington Conservation District

This is Part 2 of a two-part workshop. Participants are expected to register for and attend both sessions.

The Ins and Outs of Hiring and Performance Management

- **Track:** *Organizational Capacity*
- **Skill Level:** *Advanced*
- **LGU Org:** *SWCD, WD, County*

Issues involving personnel and employment always stimulate concern and often result in litigation. Critical to managing the human resource is the development and implementation of a performance management system. An effective performance management system provides for consistent and uniform treatment and development of employees and can be an organization's best defense when an aggrieved employee initiates a lawsuit against it. This session focuses on job descriptions, file maintenance, evaluations, discipline, dealing with the difficult employee and other related issues.

Trainers: Jennifer Wolf & Robyn Sykes, MCIT

Use of LiDAR-derived Data and Tools to Streamline Conservation Planning and Implementation

- **Track:** *Technical*
- **Skill Level:** *Beginner and Intermediate*
- **LGU Org:** *SWCD, WD, County*

LiDAR provides an incredibly powerful data set for conservation planning. Unfortunately, many people do not have the time to use specialized software to create new data layers on a project-by-project basis. We will demonstrate the utility of creating a standardized set of value-added data products and tools from the Red River Basin that are easy to use for watershed-based planning of flood damage reduction, water quality improvement, and wildlife habitat restoration and protection projects. Accelerated development of these data and tools is providing land and water managers with unprecedented opportunities to make better decisions with limited resources. Come see how this powerful data can be used.

Trainers: Peter Mead - USDA/NRCS; Henry Van Offelen - MCEA; Grit May - International Water Institute

Watershed Coordination and the Clean Water Fund

- **Track:** *Programs*
- **Skill Level:** *Beginner*
- **LGU Org:** *SWCD, WD, County*

Considering partnering across organization boundaries for a Clean Water Fund application? Are you concerned about potential conflicts that may arise if you do? Come learn the basics of the Clean Water Fund and hear from past grant recipients on how they partnered across organization boundaries. Leave with a better understanding of the Clean Water Fund and the basic mechanisms to formalize relationships.

Trainers: Jeff Hrubes, Matt Drewitz, & Marcey Westrick – BWSR and Kay Clark - Cottonwood SWCD & Greater Blue Earth River Basin Alliance

WCA with a Twist

- **Track:** *Wetlands*
- **Skill Level:** *Intermediate*
- **LGU Org:** *WCA LGUs and TEP Members*

This session will focus on real-life wetland regulatory situations and dilemmas through small group problem solving exercises. Participants will review and qualify real WCA applications dealing with agricultural exemptions, drainage exemptions, transportation road program requests, the de minimis exemption and mitigation requirements within the seven-county metro. Participants will learn practical approaches to dealing with difficult WCA applications and further their understanding of their role in regulatory process.

Earn 0.4 WDCP Continuing Education Credits

Trainers: Jeremy Maul, Kane Radel, & John Overland - BWSR

(Note: Credits from regulatory sessions can be used for up to half of total WDCP continuing education requirements for the two-year period.)

Fundamentals of Planning: A Comprehensive Introduction to the Planning Process (Part 1)

- **Track:** *Workshops*
- **Skill Level:** *Beginner and Intermediate*
- **LGU Org:** *SWCD, WD, County*

As Australian Graeme Edwards once famously noted, "It's not the plan that is important, it's the planning." This interactive session will provide a basic introduction to planning as a multistage process—one that involves articulating the purpose for the plan, creating a planning structure, delineating the planning area, engaging relevant stakeholders, analyzing existing conditions, identifying goals and objectives, choosing appropriate policies, implementing the plan, and monitoring and evaluating outcomes. Participants will learn the purpose of each stage in the planning process and how they build on one another, practical tools and techniques to use during each stage of the process, and further resources for designing or conducting your own planning effort.

Trainer: Michael Greco - Center for Urban & Regional Affairs

This is Part 1 of a two-part workshop. Participants are expected to register for and attend both sessions.

Best Business Practices: There's Nothing 'Soft' about Soft Controls!

- **Track:** *Organizational Capacity*
- **Skill Level:** *Beginner*
- **LGU Org:** *SWCD, WD*

Think your organization is too small to worry about concepts like "segregation of duties" or "conflict of interest certifications"? Think again. Maintaining a strong internal control environment is EVERYBODY's business. This session will teach you to think about your organization's control environment in a holistic way. You will walk away from this session with more assurance of what you are doing right and knowledge of what you need to change.

Trainer: Tim Dykstal - BWSR

Conservation Planning Basics

- **Track:** *Technical*
- **Skill Level:** *Beginner and Intermediate*
- **LGU Org:** *SWCD*

So much of a technician's time is spent planning conservation practices, but how often do you reflect on the key elements of the conservation planning process? Doing so may help you to identify and prioritize resource concerns and help you create more comprehensive solutions to the identified concerns. This session can be valuable for both new SWCD staff and seasoned staff that would like a refresher on the conservation planning process, available inventory tools and practice standards.

Trainer: Will Bomier - NRCS Area 3

State Cost Share, Clean Water Funds – Working With Private Landowner Contracts and Other Program Requirements

- **Track:** *Programs*
- **Skill Level:** *Beginner and Intermediate*
- **LGU Org:** *SWCDs and LGUs planning to use CWF*

This session is for all LGUs. Understand the rationale, history, and background of the Cost-Share Rule and policies and the Clean Water Fund policies. How do you administer a contract with a landowner at the local level? Learn how the new Grant Administration Manual can be used with virtually any fund, and how to use this information when entering into contracts. Leave this session with an understanding of the information contained in the new Grant Administration Manual via navigating the web site.

Trainers: Marcy Westrick & Pete Waller - BWSR

Wetland Hydrology & Vegetation Monitoring Basics

- **Track:** *Wetlands*
- **Skill Level:** *Beginner and Intermediate*
- **LGU Org:** *SWCD, WD*

The session will present various approaches to monitoring hydrology and vegetation at wetland sites. Topics for hydrologic monitoring will include wetland hydrology indicators, measurements in boreholes, surface water level measurements, and monitoring wells. Methods and tools used to assess and monitor vegetation (relevé, floristic quality assessment, rapid assessments, plots and transects) will be reviewed. The session will emphasize defining the question(s) to be answered by monitoring, and selecting the monitoring approach best suited to answer the question(s).

Earn 1.25 WDCP Continuing Education Credits

Trainers: Eric Mohring & Carol Strojny - BWSR

(Note: Credits from regulatory sessions can be used for up to half of total WDCP continuing education requirements for the two-year period.)

Fundamentals of Planning: A Comprehensive Introduction to the Planning Process (Continued....Part 2)

- **Track:** *Workshops*
- **Skill Level:** *Beginner and Intermediate*
- **LGU Org:** *SWCD, WD, County*

As Australian Graeme Edwards once famously noted, "It's not the plan that is important, it's the planning." This interactive session will provide a basic introduction to planning as a multistage process—one that involves articulating the purpose for the plan, creating a planning structure, delineating the planning area, engaging relevant stakeholders, analyzing existing conditions, identifying goals and objectives, choosing appropriate policies, implementing the plan, and monitoring and evaluating outcomes. Participants will learn the purpose of each stage in the planning process and how they build on one another, practical tools and techniques to use during each stage of the process, and further resources for designing or conducting your own planning effort.

Trainer: Michael Greco - Center for Urban & Regional Affairs

This is Part 2 of a two-part workshop. Participants are expected to register for and attend both sessions.

Grant Writing: Getting Down to Basics

- **Track:** *Organizational Capacity*
- **Skill Level:** *Beginner*
- **LGU Org:** *SWCD, WD, County*

Do you have trouble “selling” your grant ideas? This session focuses how to create an effective, compelling and competitive funding application. Learn how to determine meaningful outcomes, express clear objectives, and create concise executive summaries. This session is designed as an interactive session, so bring your grant ideas and use this session to fine-tune your grant writing skills!

Trainer: Linda Holliday - Initiative Foundation

Invasive Species: The Threat and Your Role

- **Track:** *Technical*
- **Skill Level:** *Beginner and Intermediate*
- **LGU Org:** *Local Governments*

Invasive species have become a serious threat to Minnesota statewide. Some local governments have gotten involved with State agencies and local groups to help control the spread of invasives. This session will use dramatic photos to review the threat presented from invasive species. We'll also discuss how one local government, Pelican River Watershed District, has worked with local groups to try and manage the threat. We'll also discuss other options for local governments to get involved.

Trainer: Tera Guetter - Pelican River Watershed District

Drainage Systems – Setbacks, WCA Exemptions, and Restorations

- **Track:** *Wetlands*
- **Skill Level:** *Intermediate*
- **LGU Org:** *SWCD, WD, County*

This session will provide an overview of important considerations for anyone working with the Minnesota Wetland Conservation Act (WCA) or other programs where drainage system maintenance or manipulation for restoration purposes may be necessary. You will learn the basics of current BWSR guidance with regard to NRCS setback tables and receive a clear interpretation of WCA exemptions with regard to both public and private drainage systems (subp. 3 of WCA Exemption Standards). In addition, participants will receive an overview of the legal process and other items one must consider when planning to manipulate or partially abandon both public and private drainage systems as part of a wetland restoration project.

Earn 0.4 WDCP Continuing Education Credits

Trainers: Greg Larson, Les Lemm, & Tom Wenzel - BWSR

(Note: Credits from regulatory sessions can be used for up to half of total WDCP continuing education requirements for the two-year period.)

Year End Requirements: How to Gain the Upper Hand

- **Track:** *Programs*
- **Skill Level:** *Beginner and Intermediate*
- **LGU Org:** *All*

Do thoughts of year-end requirements make you want to run and hide? Join this session to take control over year-end activities by learning tips and tools that will lead to organized, smooth reporting. In this session, you will learn some of the most common mistakes and how to avoid them. We will focus on peer-to-peer learning to discuss problems, provide solutions, and develop ideas you can begin using immediately! Anyone who prepares annual reports should plan to attend.

Trainers: Karen Flom - Renville SWCD & Felicia Brockhoff - Carver SWCD

Wetland Delineation – Situational Field Exercise (Part 1)

- **Track:** *Workshops*
- **Skill Level:** *Beginner and Intermediate*
- **LGU Org:** *All*

The first half of this three-hour field session will provide a hands-on opportunity to review wetland vegetation in addition to soils and hydrology indicators of a jurisdictional wetland as described in the 1987 Army Corps of Engineer Wetland Delineation Manual and its respective supplement. During the second half of the session, you will be presented with a specific situation and will be given an opportunity to apply what you have learned. **Limited class size.**

Earn 3.0 WDCP Continuing Education Credits

Trainers: John Overland, Keith Grow, Carol Strojny, Megan Lennon, Dan Shaw, & Steve Lawler - BWSR

This is Part 1 of a two-part workshop. Participants are expected to register for and attend both sessions.

From Facebook to Twitter – The Pros and Cons of Social Media

- **Track:** *Organizational Capacity*
- **Skill Level:** *Beginner and Advanced*
- **LGU Org:** *SWCD, WD*

This Social Media session is for everyone, from beginner to advanced user. Learn step-by-step how to set-up your profiles on Twitter, Facebook and YouTube. Find out how these channels can help improve users' online experience. You will be able to leverage the benefits and eliminate the pitfalls with free online tools that make Social Media Marketing easier and more fun. Become a curator of content that will help build relationships and educate your target audience. "Laptops Welcome".

Trainer: Karen Smith, Midwest Captions, Inc.

Agricultural Wetland Banking

- **Track:** *Wetlands*
- **Skill Level:** *Intermediate*
- **LGU Org:** *SWCD, WD, County*

Agricultural interests have recently shown a desire to establish wetland bank sites in agricultural areas in order to increase the availability of replacement for agricultural wetland impacts. BWSR and USDA/NRCS have developed procedures to accommodate agriculture-only bank sites for use under both WCA and the federal farm program (aka "Swampbuster"). This training opportunity will include a brief overview of agricultural wetland banking, the application process, site selection and review procedures, eligibility, credit allocation and use of the bank. This training will provide guidance to LGU administrators, Technical Evaluation Panel members, and other agency staff for establishing and using wetland bank sites to meet wetland mitigation requirements of WCA and the USDA farm program.

Earn 0.4 WDCP Continuing Education Credits

Trainers: Les Lemm, Ryan Heinen, & Ken Powell - BWSR

(Note: Credits from regulatory sessions can be used for up to half of total WDCP continuing education requirements for the two-year period.)

Grants Verification and Impacts on Local Governments

- **Track:** *Programs*
- **Skill Level:** *Intermediate*
- **LGU Org:** *SWCD, WD, County*

A May 27, 2010 Legislative Auditor's report recommended, "The board should formalize its grants oversight procedures, including the procedures used to conduct and document financial monitoring visits." In response to this recommendation, beginning in FY12 BWSR implemented a new Grants Monitoring and Verification Policy. This session will review the background that led to this policy, describe how the policy will be implemented, how it will impact local governments, and how local governments should prepare. We will also review some key results from the first round of verification audits conducted on FY10 grants. All local governments that receive grants from BWSR are subject to the monitoring and verification requirements contained in the new policy.

Trainers: Tim Dykstal, Wayne Zellmer, & Ron Shelito - BWSR

Wetland Delineation – Situational Field Exercise (Continued....Part 2)

- **Track:** *Workshops*
- **Skill Level:** *Beginner and Intermediate*
- **LGU Org:** *All*

The first half of this three-hour field session will provide a hands on opportunity to review wetland vegetation in addition to soils and hydrology indicators of a jurisdictional wetland as described in the 1987 Army Corps of Engineer Wetland Delineation Manual and its respective supplement. During the second half of the session, you will be presented with a specific situation and will be given an opportunity to apply what you have learned. **Limited class size.**

Trainers: John Overland, Keith Grow, Carol Strojny, Megan Lennon, Dan Shaw, & Steve Lawler - BWSR

This is Part 2 of a two-part workshop. Participants are expected to register for and attend both sessions.